
College Bookstore Manager Resume

Job Objective

To obtain a position as College Bookstore Manager with a small but dependable company where my experience can be beneficial in the growth of company.

Highlights of Qualifications:

- Experience in providing optimal customer services in retail industry
 - Operational knowledge of Microsoft Office applications
 - Deep knowledge of domestic shipping and freight carriers
 - Ability to forecast budget and cash transactions
 - Ability to provide training to cashiers
 - Ability to resolve all issues efficiently
 - Ability to supervise working of others
 - Proficient to lift weight and work independently
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Professional Experience:

College Bookstore Manager
William Rainey Harper College, Penasco, NM
October 2008 – Present

- Provided optimal level of customer services for distribution services.
- Monitored store inventory and managed all receivables.
- Administered all customer issues and inquiries and provided response for it.
- Ensured compliance to all policies and procedures.
- Maintained neat and clean work area at all times.
- Provided training to new employees for activities.
- Performed extended hours at beginning of term.

Bookstore Assistant
Keiser Career College, Penasco, NM
August 2003 – September 2008

- Supervised working of student cashiers and managed customer service operations.
- Provided training to all cashiers and scheduled work for staff.
- Maintained record of all bookkeeping activities on computers.
- Prepared sales statistics and maintained record of all bank deposits.
- Monitored inventory of all supplies and placed purchase orders.
- Streamlined all cash processing procedures and recommended changes.

Bookstore Clerk
Roanoke College, Penasco, NM
May 1998 – July 2003

- Provided optimal level of customer services to all students and faculty.
 - Managed and processes all student payments and maintained accuracy.
 - Ensured compliance to all SOX policies and procedures.
 - Organized, received and stocked all book for sales.
 - Performed regular review on internal audit and maintained cash controls.
 - Coordinated with vendors to purchase and stock books.
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Education:

Bachelor's Degree in Business Administration
LeTourneau University, Longview, TX

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